

# U.S. Department of Labor

Employment and Training Administration  
Sam Nunn Atlanta Federal Center  
Room 6M12 - 61 Forsyth Street, S.W.  
Atlanta, Georgia 30303



July 16, 2004

REGION 3 WIA AND SWA ISSUANCE NO. 04-04

SUBJECT: U.S. Department of Labor (DOL) Region 3 Financial Accounting for ETA Training

1. Purpose. To announce DOL Region 3's Financial Accounting for ETA Training Programs on August 23-27, 2004, at the Crowne Plaza Atlanta Airport Hotel. The region will host two sessions in order to give state and local government entities an opportunity to attend.

2. References. Training and Employment Guidance Letter 16-99; Training and Employment Guidance Letter 16-99, Change 1; OMB Circular A-87: Cost Principles for State, Local, and Indian Tribal Governments; 29 CFR 97: Uniform Administrative Requirements; and 20 CFR 667: Administrative Provisions under Title I of the Workforce Investment Act.

3. Background. DOL/ETA is concerned that many of its grantees/subgrantees with "cash basis" accounting systems are not reporting their grant costs on an "accrual basis" as required by DOL regulations. The basic objectives of this training are to:

- provide participants with a brief overview of some of the basic "core requirements" set forth in the "common rule" and federal cost principles; and
- provide participants with approaches/methodologies for reporting their costs on an "accrual basis" as required by DOL regulations.

4. Logistics. The first session will begin on Monday, August 23, 2004, at 1:00 p.m. and conclude on Wednesday, August 25, 2004, at noon. The second session will begin on Wednesday, August 25, 2004, at 1:00 p.m. and conclude Friday, August 27, 2004, at noon. Both sessions will be held at the Crowne Plaza Atlanta Airport Hotel, 1325 Virginia Avenue, Atlanta, Georgia 30344.

A block of rooms has been secured for attendees requiring lodging. The room rate for the meeting is \$112.00 plus tax. Attendees are responsible for making their own reservations. Hotel reservations may be made by calling toll free **(866) 896-8937**. Attendees should identify themselves as a participant in the **Financial Accounting for ETA Training**. Reservations must be made **no later than August 9, 2004**. Neither room availability nor rate can be guaranteed after that date. The hotel provides a courtesy airport shuttle that runs in 15-minute increments. The shuttle picks up in the ground transportation area marked "hotel shuttle."

Each attendee will be required to complete and fax the attached registration to our office by **August 9, 2004**. Upon receipt of the registration form, a confirmation letter will be sent to each attendee providing details about the hotel, ground transportation, and training. If individuals have questions regarding the logistics, please contact Cecelia Ford or Stephen Dean at 404-562-2095.

5. Attendance. This training is applicable to state and local staff responsible for financial accounting reporting.

6. Action. Each session will be limited to the first 50 registrants and the number of registrants per state may be limited in order to accommodate registrants from each of the eight states in Region 3. Therefore, we encourage you to submit your registration form as soon as possible.

Attendees must fax a completed registration form to Cecelia Ford at (404) 562-2150 by August 9, 2004.

7. Inquiries. Inquiries regarding either session should be directed to Stephen Dean in the Office of Systems Support at (404) 562-2095.

8. Expiration. August 27, 2004.

*Helen N. Parker*  
HELEN N. PARKER  
Regional Administrator

Attachment

**U.S. Department of Labor  
Employment & Training Administration  
Financial Accounting for ETA**

*Crowne Plaza Atlanta Airport Hotel, 1325 Virginia Avenue, Atlanta, Georgia 30344*

**TRAINING REGISTRATION FORM**

Please type or print your information, as it should appear on each name badge. Duplicate this form if you have more than one person attending. The completed registration form should be faxed to Cecelia Ford (Office of Systems Support) at (404) 562-2150. You may contact Ms. Ford at (404) 562-2095.

**ATTENDEE INFORMATION**

**Circle One – Session One:** August 23-25, 2004  
**Session Two:** August 25-27, 2004

**If session requested is full, do you desire to be placed in the other session?**    Yes     No

**First Name:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Special Needs:** \_\_\_\_\_

*Registration forms are due to this office by August 9, 2004*

**WILL ATTENDEE STAY OVERNIGHT AT THE CROWNE PLAZA AIRPORT HOTEL?**    Yes  No

Please remember to make your hotel reservation at the Crowne Plaza Atlanta Airport Hotel by **August 9, 2004**, under group name **“Financial Accounting for ETA.”** The telephone number for the hotel is toll free (866) 896-8937 or direct (404) 768-6660.

**THIS FORM IS FOR TRAINING REGISTRATION ONLY**